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28 JUL 1961

MEMORANDUM FOR: Chief, Records and Services Division/OP

SUBJECT : Fiscal Year 1961 Activity Report - Special  
Projects Officer, RSD

1. A total revision of the procedures, forms and directives was initiated and completed for converting the old "Employee Locator System" to the new "Personnel Emergency and Locator System". The new system was put into effect on an Agency-wide basis in October 1960. The project involved:

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a. The writing, coordination and publication of   
dated 21 September 1960,

b. The development and design of the combined machine and manual record Forms 642 and 642a, Personnel Emergency & Locator Record, for Headquarters and overseas data respectively, and

c. The specification of machine procedures for data processing and the tabulation of three (3) types of machine registers for distribution to the Office of Personnel, Office of Security, and the CIA Vital Materials Program.

The revised system permits comprehensive coverage of employee office and home locator information, emergency addressee identification and locator information, the current overseas mailing address for personnel assigned PCS overseas, and security control indicators.

2. As instructed by the HRO/OP, technical support was given on the design of the "employee survey questionnaire" distributed to gather information on employee plans for use of public and private transportation, the extent of employee services desired for organizing car pools or changing residence location, and the number of persons who planned to resign as a result of the move. Upon return of completed questionnaires, action was taken to:

a. Establish machine procedures and instructions for analysis of data,

b. Code the information for card punching operations,  
and

c. Tabulate the resulting machine data to provide a basis for a statistical report of the information gathered.

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3. Beginning in November 1960 and extending to the present time, assistance has been given to the Chief, TRB and the Chief, SRB in the final planning of space and equipment utilization in the Agency's new headquarters building, especially in the functional area of equipment. This activity involved inspection and precision measurement of office areas in the new building and the use of this information to find the most effective arrangement of record keeping equipment and various machines in use. Various floor plans and equipment arrangements were drawn-to-scale to provide a basis for final decision.

4. In cooperation with members of ADPD and the Chief, SRB/RED, the data content, design and format specifications were established for a new reporting procedure and Form 971b, Report of Separations; a continuous feed, multiple copy report format completed in its entirety on the RCA 501 High Speed Printer. A procurement requisition and specifications were submitted to provide delivery of the specialty form during September 1961. During the time needed for manufacture, an interim overlay technique was developed to enable the Computer Center to use the machine reporting and print-out procedure immediately pending delivery of the printed machine form.

5. Beginning in June 1961, a project was initiated to find ways and means for consolidating both procedures and forms now used for personnel security processing into a more unified system of records and reports. Functional areas being combined (in terms of paperwork) are (a) initiation of security clearance requests, and (b) the notification of security action and/or approval. One result will be the consolidation of three (3) interleaved specialty forms into a single specialty format. The form and procedure portions of the project concerning the Office of Personnel have been completed and the package given to the Office of Security for final determination of their requirements. The end product will be reduction in the amount of documents completed and filed, greater assurance of sequential reporting for computer input of in-process statistical data, and a decrease in the amount of typing required security processing of applicants.

6. During the Fiscal Year 1961, considerable effort has been made to identify and procure new types of equipment and materials for the Office of Personnel with particular emphasis in the RED area. This activity necessitated products research, commercial liaison, research and development of new specifications, cost analysis, and the writing and processing of eighteen (18) procurement orders, and related memoranda. The result of this continuing project has been the procurement of the following items:

a. Two (2) Underwood Tetractys Superautomatic Two-Register (double memory) printing calculators were procured to provide the Statistical Reporting Branch with greater versatility and speed in tabulation of statistical data. The 2-machines replaced 4-machines previously used.

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b. Remington-Rand Reinforced steel tables and matching auxiliary work tables have been purchased to provide special assemblies to house (or support) all Kardex file units used in the Position Control Section.

c. Wheelidex cabinets and supplementary equipment (3-units) have been obtained to house the 10-wheels now used by the Position Control Section for the "employee master locator card file".

d. Tab Products Open-Reference Files with roller-mounted work boards (total of 8-assemblies) were purchased to house the 1,840 lineal inches of cards now contained in the applicant card system maintained by the Files Section with 272 lineal inches of expansion space remaining.

e. Yerman & Erbe PRO-FILE, 4-compartment, letter-size filing cabinets (178 cabinets) have been ordered to provide a new type of equipment with greater operating efficiency to house all Agency official personnel folders and applicant files in the new headquarters building.

f. A Haloid-Xerox 914 Office Copier with auxiliary materials and equipment has been procured and installed in the Qualifications Analysis Branch, POD, to permit more effective copy reproduction of Biographic Profiles, other documents, and the automatic production of masters for use with the Ozamaster Whiteprint machine.

g. Two (2) Remington-Rand Variadex card guide systems (alphabetic) have been procured for use with the applicant card file (1,500 divisions) and the CFB passport file (200 divisions) as a means for decreasing the reference search time in the subject systems.

h. Three (3) Angle Steel sorting file cabinets have been purchased for the O. P. Central Mail Room (2-cabinets) and the Status Section (1-cabinet) to permit more effective sorting and temporary storage of documents destined for distribution.

i. Lyon Steel special assembly type shelving has been ordered to house Statistical Reporting Branch documents, registers and other materials in the new building.

j.   of the new type of official personnel folders (Standard Form 66) have been purchased and overprinted with "SECRET" to permit conversion of existing folders to the new type of folders by Files Section personnel.

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k. A Remington-Rand Standard Typewriter with a special type font has been ordered for the typing of file folder labels with an extra large type face, increasing efficiency in filing operations.

STAT 1. [ ] Acme transparent cellulose acetate folded pockets (special design) were obtained for joint use of the Office of Personnel and the Office of Security in filing the new color badge photo of employees in the official files of each Office.

STAT m. [ ] of a new type of kraft specialty envelope has been designed and ordered to provide a means for filing Biographic Profile masters in the official personnel folder.

STAT n. [ ] of a special type of polyethylene plastic sleeve has been developed and ordered for protection and transport of Biographic Profile masters at times when the masters are removed from official personnel folders; the sleeve being designed for retention in the kraft specialty envelope noted above.

o. By overprinting 1,000 Oxford Folders # 152 (Green) obtained through purchase, a "SPECIAL REFERRAL" folder was created for use with applicant cases of a "Congressional Referral" or "Special Interest" nature, the color and text of the folder visually flagging the file as records requiring special handling.

p. Arrangements were made for procurement of a new model Thermofax machine for OD/Pers. and an improved model of the Verifax machine for BSD.

q. Two (2) improved model Neskarts (wheeled basket carts) were purchased as replacement equipment for the Files Section.

7. An experimental project was undertaken by the Special Projects Officer in which a technical method was created and developed which makes it possible to combine the Xerox-Copy Flo technique with the Ozalid (diazodye) process for automatic production of Ozalid masters from any original. The subject procedure is now being applied to various work requirements of the Statistical Reporting Branch, the Qualifications Analysis Branch, and the [ ] of Printing Services Division.

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